



CITY OF SEDONA

Sign Permit Application

Deposit: _____

Date Received: _____

Permit: _____

Assessor's Parcel #:		Location Address:	
Building Name:		Suite #:	
Business Name:			
Business Owner Name:		Phone:	
Local Contact or Manager:		Phone:	
Mailing Address:			
City:		State:	Zip:
Sign Designer:		Phone:	
Address:			
License #:		Class #:	

Type and Quantity of Signs: *(Check all that apply)*

	Quantity	Lighted (Y/N)			Quantity	Lighted (Y/N)
<input type="checkbox"/> Freestanding				<input type="checkbox"/> Wall		
<input type="checkbox"/> Marquee				<input type="checkbox"/> Directional		
<input type="checkbox"/> Directory				<input type="checkbox"/> Awning/Canopy		
<input type="checkbox"/> Under Canopy				<input type="checkbox"/> Other		

Indicate type of materials used for each sign: _____

Signature: _____

Date: _____



CITY OF SEDONA
DEPARTMENT OF COMMUNITY DEVELOPMENT – 928-282-1154

SIGN PERMIT REQUIREMENTS

A sign permit is required when installation of a new permanent or temporary sign or substantial alteration of an existing sign is proposed. Standards relating to the uses, locations, types, heights, colors and illumination of signs are as set forth in the adopted Sign Regulations of the City of Sedona. Copies available upon request.

A *completed* application addressing *all* required submittal information must be provided prior to the acceptance of permit fees or deposits.

MINIMUM SUBMITTAL REQUIREMENTS FOR PLAN REVIEW:

- ☐ Sign Permit Application completely filled out
- ☐ 2 complete sets of plans
- ☐ \$25.00 plan review deposit

PLAN REQUIREMENTS:

Site Plan Drawn to scale and including the following:

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Property lines with dimensions, abutting street right-of-way, easements, driveway, curbs and sidewalks. Include dimensions of street frontages.<input type="checkbox"/> Location of all existing signs and proposed new signs. Identify signs to be removed. | <ul style="list-style-type: none"><input type="checkbox"/> Building dimensions, parking areas, and if applicable, adjacent buildings or structures.<input type="checkbox"/> Location of utility lines, poles, and outdoor lighting fixtures.<input type="checkbox"/> Location of landscape areas and existing trees. |
|--|--|

Building Elevation Profile view from the street towards the building(s), fully dimensioned showing rooflines, windows and doors, awnings and site features, include the following:

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Location of existing and proposed wall signs. Identify signs to be removed.<input type="checkbox"/> Height of signs measured from grade. | <ul style="list-style-type: none"><input type="checkbox"/> Dimension of wall that sign is located on.<input type="checkbox"/> Frontage of building(s) facing street(s) in feet. |
|--|--|

Sign Plan Show elevation of sign, dimensions, foundation detail, colors, materials, style of letters, copy, illumination and include the following:

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Length, width and depth of sign area and of individual letters.<input type="checkbox"/> Structural and foundation details of freestanding signs.<input type="checkbox"/> Electrical connections and wiring detail. | <ul style="list-style-type: none"><input type="checkbox"/> Source of illumination and combined wattage (if any).<input type="checkbox"/> Additional color and material samples, as may be requested. |
|---|---|

NOTE: Sign permits expire if authorized construction work does not commence within 90 days from the date of issue or if, at any time prior to final inspection and approval, the work is suspended or abandoned for a period of 90 days.